

## RFQ Addendum # 1

Request for Qualifications for  
On-Call Architectural & Engineering Services  
Solicitation #5414

### **Date of Addendum # 1: 10/23/2020**

The Request for Qualifications for the above named solicitation is amended as noted in this Addendum. This Addendum consists of 5 page(s).

This Addendum incorporates revisions to the RFQ (see Item 1 below), extends the due date for questions (see Item 2 below), extends the RFQ due date (see Item 3 below), and lists questions received and SHA's responses (see Item 4 below).

**Item 1.** The following solicitation revisions shall be incorporated:

Delete the word "e-mailed" and replace with "submitting" on page 3, in the following paragraph:

*All submittals should be clearly identified when ~~e-mailed~~ submitted to avoid any confusion about recording arrival dates and times. Firms should take this practice into account and submit their materials early to avoid any risk of ineligibility caused by unanticipated delays or other delivery problems. NOTE: A faxed, or e-mailed submittal is not acceptable.*

Delete the number "12" and replace with "24", delete the number "6" and replace with "12" on page 3, in the following paragraph:

*Submittals should be limited to a maximum of ~~12~~ 24 pages single sided, or ~~6~~ 12 pages double sided in no smaller than 10 point font on 8½" by 11" sheets. The following are NOT INCLUDED in the page limit mentioned above: your cover letter, vendor fact sheet, resumes, Section 3 form, Certifications and Representations of Offerors – NonConstruction Contract (form HUD-5369-C), For-Profit Subgrantee and Contractor Certifications and Assurances Form and the Suspension and Debarment Certificate. Your cover letter should express your interest in performing the work. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.*

Add the word "/or" and delete the word "not" on page 7 in the following paragraph:

*To have its qualifications further considered in Part II, a firm must within the past five years, on its own and/or ~~not~~ in a team arrangement with another firm, have provided complete architectural services, from schematic design through construction administration and project closeout, for at least one qualifying project. A qualifying project is one having all of the following characteristics:*

Add the following paragraph after the Scope of Work on page 6:

Contract Duration:

*SHA intends to execute a Contract(s) for services for an approximately two year period. At SHA's option, a Change Order may be executed extending the Contract(s) for up to three additional one-year periods.*

**Item 2.** This addendum extends the due date for questions to be due **no later than Wednesday, October 28, 2020 at 4:00 p.m.** Questions should be submitted in writing to the attention of Diana Peterson at [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org).

**Item 3.** This addendum extends the due date for this solicitation to **4:00 p.m, Tuesday, November 10, 2020.**

**Item 4.** The following is a list of questions received and SHA's responses to those questions.

**Question 1:** Given the current conditions with Covid-19 and many firms still operating from home rather than at the office, will the SHA consider emailed submissions?

**Response:** SHA is only accepting submittals as outlined in the RFQ.

**Question 2:** Is SHA looking for the architectural firm to include consultants (electrical, mechanical, structural, civil, etc.) as part of our response if the firm does not have these services in house? Or is the SHA only looking for us to include architectural staff in the response?

**Response:** Please provide all in-house staff you have that fulfills the RFQ for providing all disciplines listed. If firms submitting do not have these disciplines in-house, please list all firms outside of your firm that would be used for services related to this RFQ.

**Question 3:** Can SHA share what firms are currently on their list for on call services or at least how many firms are currently on the list?

**Response:** SHA has the following firms under an on-call services contract:

- Geo Technical Engineer - Wood Env. & Infrastructure Sol., Inc.
- Geo Technical Engineer – Geo Engineers, Inc.
- Hazardous Materials Survey & Monitoring - NVL Laboratories
- Civil Engineering - KPFF Consulting Services
- Civil Engineering – MIG/SvR

**Question 4:** Do you anticipate extending the bid due date?

**Response:** See Item 3 of this addendum.

**Question 5:** What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

**Response:** A panel of four SHA employees will be responsible for reviewing the submitted RFQs using the evaluation criteria outlined in this solicitation. The review panel will evaluate and score RFQs submitted based on how the responses meet each criterion.

**Question 6:** Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com/free](http://www.mygovwatch.com/free)?

**Response:** No

**Question 7:** Other than your own website, where was this bid posted?

**Response:** Washington's Electronic Business Solution (WEBS) and OMWBE

**Question 8:** Would proposal submittal as a PDF be possible by email?

**Response:** SHA is only accepting submittals as outlined in the RFQ.

**Question 9:** I'm reaching out to ask a clarifying question on the Threshold Criteria outlined in Part 1 of the submittal requirements. We are interested in submitting as a prime consultant providing architectural services in a team with an engineer we have a long history with. Our firm does not meet all 5 of the threshold criteria however the engineer we would like to partner with does. Would our submission be considered or do we need to submit under the engineer who does meet all the requirements?

**Response:** SHA will consider all proposals received and review them based on the criteria set in the RFQ document. Even if the prime consultant does not fully meet all five-threshold criteria, sub-consulting with other firms that may meet these threshold requirements is acceptable. See Item 1 for further clarification.

**Question 10:** We are a small architecture firm, but I think we'd be well qualified for this effort. The question that I have is per Section D, Part I of the RFQ: "A firm must within the past five years, on its own and not in a team arrangement with another firm, have provided complete architectural services, from schematic design through construction administration and project closeout, for at least one qualifying project" I think it may be difficult for a small business/firm to meet all of the criteria. As such, we are wondering if it would be acceptable to propose a teaming arrangement with subconsultants who may meet the necessary prerequisites. In other words, is the requirement that the submitter as a Prime Consultant has provided complete architectural services for a qualifying project, or would it be acceptable if as Prime, the submitter has managed subconsultants who meet the requirements?

**Response:** Yes, working with other firms that may meet these threshold requirements is acceptable. See Item 1 for further clarification.

**Question 11:** Are you looking for the prime firm to propose a full design team for this contract? If so, are you open to the prime firm submitting more than one subconsultant per discipline? We have found that including up to two firms per discipline on on-call contracts provides greater flexibility in assembling the best team for each specific project.

**Response:** Yes, we are open to firms submitting more than one qualifying subconsultant for each discipline.

**Question 12:** If one of the goals of SHA is to increase participation from diverse, small, and disadvantaged business, why would you limit the On-Call A/E services to only selecting one firm? A small pool of capable firms that include WMBE owned

firms would allow SHA to diversify its pool of A/E resources, while maintaining capacity and expertise.

**Response:** This “On-Call Architect and Engineering Services RFQ” may be awarded to multiple firms.

**Question 13:** It was mentioned during the call I was on that you may want each team to include consultants for surveying (also identified in the RFQ) and geotechnical services. Since this is not a typical service under our contracting, could you please verify if this is the case?

**Response:** Our goal with this On-Call Contract is to have a prime consulting firm that can provide the services requested in the RFQ. We are asking the prime submitting firm to work with other services to capture the disciplines needed to perform the scope provided in the RFQ.

**Question 14:** We noted that surveying is one of the disciplines in the list of support services that could be included in the assigned Work Orders. As surveyors are normally hired directly by the property owner, we would like to confirm that SHA will not hire surveyors directly and does want a surveyors included in the subconsultants listed in the proposals.

**Response:** Yes, the intent is to have the awarded firm perform surveys as projects require them

**Question 15:** Is the 12 page limit for Part II? Is there a page limit for Part I?

**Response:** SHA is expanding the page limit for proposals to be a maximum of 24-pages. Per the RFQ documents, see below for submittal guidelines. The entire submittal is to be limited to **24**-pages EXCEPT as described below: submittals should be limited to a maximum of **24**-pages single sided, or **12**-pages double sided in no smaller than 10 point font on 8½” by 11” sheets. The following are NOT INCLUDED in the page limit mentioned above: your cover letter, vendor fact sheet, resumes, Section 3 form, Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C), For-Profit Subgrantee and Contractor Certifications and Assurances Form and the Suspension and Debarment Certificate. Your cover letter should express your interest in performing the work. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm’s behalf must sign the letter. See Item 1 for further clarification.

**Question 16:** Is there any specific information you would like for us to include about our qualifying projects for the threshold criteria?

**Response:** Information specific to this criterion should provide details of how the submitting firm was active with architectural services from schematic design through construction administration and project closeout.

**Question 17:** Can we include additional project experience as an attachment?

**Response:** The review panel will evaluate proposals in accordance with the evaluation criteria contained in the RFQ. Additional Information submitted not related to the evaluation criteria outlined in the RFQ will not be taken into consideration when evaluating the RFQs.

**Question 18:** Since printed copies are required, can you confirm whether tab pages used to separate the sections in the RFQ will or will not count towards the 12-page limit?

**Response:** Tab pages will not count toward the page limit.

**Question 19:** Are subconsultants required to submit separate documents for any of the required forms or just the prime? May they submit a Section 3 if applicable?

- Vendor Fact Sheet
- Section 3, Business Certification and Resident Employment Plan Form
- Suspension and Debarment Compliance Certificate for Consultant
- Suspension and Debarment Compliance Certificate for Sub-Consultants
- Certifications and Representations of Offerors (form HUD-5369-C)
- For-Profit Subgrantee and Contractor Certifications and Assurances Form

**Response:** Only the prime firm submitting a response to this RFQ shall submit the forms indicated in the RFQ.

**Question 20:** The scope of work for this RFQ seems broad, can you provide more information about the scope threshold for warranting a separate RFQ for SHA projects for the duration of this on-call contract?

**Response:** Currently, SHA has contracted with three-On Call consulting firms; SHA has a Geotechnical consultant, Hazardous Material Surveying consultant, and Civil Engineering consultant that we utilize. The types of projects SHA will utilize this On Call Architect and Engineering Contract for will vary from full project design services that carry on from design phase to close out; SHA may request design services related to specific system design as related to electrical and/or HVAC. SHA is looking to contract with a prime consulting firm that has capabilities to perform the following tasks: architecture, electrical, mechanical, structural, civil/landscaping, cost estimation as well as other tasks described in the RFQ. The goal from this RFQ would be for SHA to reach out to the awarded architect/engineering firm and have them perform the services requested by SHA.

**Question 21:** Is SEPA and/or NEPA compliance a component of this RFQ?

**Response:** No, this is not a requirement for this RFQ.

**Question 22:** Does SHA plan to issue a separate RFQ that pertains directly to environmental impact analysis (SEPA and/or NEPA compliance)?

**Response:** No, SHA does not plan to issue a separate RFQ for NEPA / SEPA analysis.

END OF RFQ ADDENDUM # 1